

## REQUEST FOR ADJUSTMENT OF ACADEMIC REQUIREMENTS

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Telephone Number \_\_\_\_\_ Major & Degree \_\_\_\_\_

Advisor \_\_\_\_\_ Catalog Year \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

This form is used to make transfer equivalencies or individual adjustments to requirements stated in the Boise State University undergraduate catalog. If an adjustment is approved, it will not affect the minimum credit hours required for graduation (for example, the minimum 128 credit hour requirement and minimum 40 upper division requirement for a baccalaureate degree). Depending on the adjustment, a student may need to take additional credit hours to meet minimum university requirements.

### COMPLETE ONLY ONE ADJUSTMENT PER FORM

#### GENERAL TRANSFER EQUIVALENCY:

*This equivalency will set a precedent and the Registrar's Office will apply it to all future transfer students.*

Transfer Institution		Transfer Course No. and Title		Boise State Equivalent	
<b>Signatures Required Below:</b> Chair of Department Offering Course <b>AND</b> Dean of College Offering Course					

OR

#### OTHER ADJUSTMENTS: *Choose only one box*

<b>English Composition Requirement</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver — Requires University Appeals Committee Approval	<b>Signatures Required Below:</b> Director of Writing Program or Chair of English Department <b>AND</b> Dean of the College of Arts and Sciences
<b>University Core Requirement</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver — Requires University Appeals Committee Approval	<b>Signatures Required Below:</b> Chair of Department Offering Course <b>AND</b> Dean of College Offering Course
<b>Other University Requirements</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver — Requires University Appeals Committee Approval	<b>Signatures Required Below:</b> Chair of Department of Major <b>AND</b> Dean of College of Major
<b>University Diversity Requirement</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver — Requires University Appeals Committee Approval	<b>Signatures Required Below:</b> Chair of Department of Major <b>AND</b> Dean of College of Major
<b>College/Major Requirement</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver	<b>Signatures Required Below:</b> Chair of Department of Major <b>AND</b> Dean of College of Major

**Describe the requested adjustment and justification below. Include course numbers and name of institution where credit was taken. Attach additional descriptions/justifications and documents required by department receiving request.**

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Appropriate Chair	Date	Appropriate Dean	Date
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It is the responsibility of the final signer to send the approved original to the Registrar's Office or to notify the student and first signer of a denied request. When action has been completed on an approved request, the student will be notified by the Registrar's Office.

**REQUEST FOR ADJUSTMENT OF  
 ACADEMIC REQUIREMENTS**



Student Name Buster Bronco Student ID Number 1116  
 Telephone Number 426-4249 Major & Degree Accountancy - BBA  
 Advisor Jan Centanni Catalog Year 04/05 Anticipated Graduation Date Fall 06

This form is used to make transfer equivalencies or individual adjustments to requirements stated in the Boise State University undergraduate catalog. If an adjustment is approved, it will not affect the minimum credit hours required for graduation (for example, the minimum 128 credit hour requirement and minimum 40 upper division requirement for a baccalaureate degree). Depending on the adjustment, a student may need to take additional credit hours to meet minimum university requirements.

**COMPLETE ONLY ONE ADJUSTMENT PER FORM**

**GENERAL TRANSFER EQUIVALENCY:**

*This equivalency will set a precedent and the Registrar's Office will apply it to all future transfer students.*

Transfer Institution <b>BYU</b>	Transfer Course No. and Title <b>ACCT 397 – Cost Accounting</b>	Boise State Equivalent <b>ACCT 351 – Cost Accounting</b>
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**Signatures Required Below:** Chair of Department Offering Course **AND** Dean of College Offering Course  
**OR**

**OTHER ADJUSTMENTS: Choose only one box**

<b>English Composition Requirement</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver – Requires University Appeals Committee Approval	<b>Signatures Required Below:</b> Director of Writing Program or Chair of English Department <b>AND</b> Dean of the College of Arts and Sciences
<b>University Core Requirement</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver – Requires University Appeals Committee Approval	<b>Signatures Required Below:</b> Chair of Department Offering Course <b>AND</b> Dean of College Offering Course
<b>Other University Requirements</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver – Requires University Appeals Committee Approval	<b>Signatures Required Below:</b> Chair of Department of Major <b>AND</b> Dean of College of Major
<b>University Diversity Requirement</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver – Requires University Appeals Committee Approval	<b>Signatures Required Below:</b> Chair of Department of Major <b>AND</b> Dean of College of Major
<b>College/Major Requirement</b> <input type="checkbox"/> Substitution <input type="checkbox"/> Waiver	<b>Signatures Required Below:</b> Chair of Department of Major <b>AND</b> Dean of College of Major

**Describe the requested adjustment and justification below. Include course numbers and name of institution where credit was taken. Attach additional descriptions/justifications and documents required by department receiving request.**

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<b>REQUIRED</b>	<b>REQUIRED</b>
_____ Appropriate Chair	_____ Appropriate Dean
_____ Date	_____ Date

It is the responsibility of the final signer to send the approved original to the Registrar's Office or to notify the student and first signer of a denied request. When action has been completed on an approved request, the student will be notified by the Registrar's Office.